Forward Thinking, Cohesive, Proud

Candidate brief for the position of

Teacher of English

Start date: September 2021

Tenure: Full-Time Permanent

Salary: MPS/UPS







CHINGFORD ACADEMIES TRUST

Forward Thinking, Cohesive, Proud

Contents

Welcome from the Chief Executive Officer	3
An Introduction to Chingford Academies Trust	4
An Introduction to the English Department	5
Job Description, Person Specification and Assessment	7
How to Apply	11
Appointment Process	12
The Trust Charter	13







Chief Executive Officer/Executive Principal
Jane Benton MA Med
Chingford Academies Trust
Nevin Drive
Chingford
London E4 7LT

Tel: 020 8529 1853

Dear Applicant

Thank you for expressing an interest in the post of Teachers of English at Chingford Academies Trust. We hope the information in the pack will give you a good flavour of our schools as well as the application procedures and that, having read the pack, you will decide to apply.

This pivotal role is available from September 2021 and offers an exciting opportunity to join a passionate and focused team of colleagues dedicated to improving the lives of the more than 2000 students within our Trust.

Chingford Foundation School (CFS) and South Chingford Foundation School (SCFS) have 120 years of combined history and experience in delivering a positive, aspirational environment for our students to flourish. Whilst we have continued to adapt to the changing world around us with the creation of our Multi Academy Trust, our commitment to helping students of all abilities and backgrounds achieve their dreams has only strengthened. We are incredibly proud of our staff and students and passionate about driving improving standards across the Trust, aspiring to offer a world class education and professional development model for all.

We are looking for a skilled, professional and enthusiastic individual to help us ensure that in every way the schools within Chingford Academies Trust move to outstanding schools. There remains a lot of work ahead of us, but with innovative, inspirational leadership there is no limit to what we can achieve for our students, as we start an exciting new chapter in our story.

When completing the application form, please follow the instructions contained in this pack and demonstrate clearly how you meet the person specification and job description. If you have any questions, please contact me via my PA, Amanda Crowley on the above number or via email on crowley@chingfordfs.org.uk

We very much look forward to receiving your application.

Yours sincerely



Jane Benton
Chief Executive Officer

Chingford Academies Trust is a charitable company limited by guarantee registered in England and Wales with registration number 08179498
Registered Office: Chingford Foundation School, 31 Nevin Drive, Chingford, London, United Kingdom, E4 7LT

An Introduction to the Chingford Academies Trust

A warm welcome to the Chingford Academies Trust, where we provide students with an excellent secondary education. The two secondary schools challenge and extend students of all abilities and backgrounds and prepare them to contribute positively to the communities in which they live.

Our commitment to quality, achievement and the 'comprehensive ethos' makes our schools the natural first choice of students, parents and staff in the local area who are keen to contribute to the successful development of tomorrow's young citizens.

We are proud of recent developments to provide educational spaces for our expanding roll that create a sense of wonder and awe at Chingford. These have included the Clive Moore Sports Hall, our Arts Centre, state of the art Library facilities, additional classrooms and external recreation areas. We are further developing our site with an extension to our Science facility which will be ready in September 2020.

At South Chingford Foundation School, we offer a smaller learning environment 'where everybody will know the student's name' and the support will be individualised to inspire students to make excellent progress. There is a thriving extra-curricular programme including and externally funded Saturday School which is well attended.

Our strengths, including what Ofsted say about our schools:

The Schools serve a diverse community and are inclusive in their approach.

Pupils say that they are encouraged to respect others and treat everyone equally.

Behaviour in lessons is calm and purposeful. It contributes to an atmosphere where pupils are able to engage in their learning.

Pupils are proud of their school. They behave well around the School and in lessons. They are cheerful, polite, helpful and very supportive of each other.

Many pupils choose to stay on in the Sixth Form. A student explained "We stayed because our Sixth Form has a good reputation."

Parents, carers and staff are overwhelmingly positive about the Schools' work.

Positive relationships between teachers and pupils underpin engaging and effective learning.

An Introduction to the English Department

The English Department at Chingford Foundation School is made up of a talented, experienced and passionate staff team. Teaching across the department is extremely strong, which leads to excellent outcomes for our students: in 2019, progress in English was +0.2, with 83% achieving a grade 4+ and 25% achieving a grade 7+. These results are a testament to the dedication and hard work of both our students and teachers.

We are seeking to appoint an enthusiastic and dedicated teacher of English. Applicants should be able to demonstrate that they are well-organised, forge excellent relationships with staff and students and can deliver an engaging, purposeful curriculum for students to enjoy.

You should have a good understanding of the National Curriculum in English, will be expected to have excellent pedagogical expertise and to keep abreast of the latest developments in the teaching of English. Departmental Schemes of Work are well-planned, giving you excellent materials with which to deliver your lessons. However, you will also be given the opportunity to develop new materials as we continue to improve the offer to our students.

The sharing of good practice is actively promoted in the department, with meeting time dedicated to peer-led CPD sessions. There will also be ample opportunity to attend both internal and external CPD in order to develop your own practice. NQTs and RQTs have a comprehensive CPD programme with a focus on Teaching and Learning, and all staff are welcome to join these weekly sessions.

Students at Chingford Foundation School are taught four one-hour lessons of English per week. We have mixed ability classes at KS3 and then students are grouped by ability from KS4, where they take the AQA GCSEs. At Sixth Form, we deliver both Language and Literature A-Levels. Each English classroom is well-resourced with visualisers, new sets of dictionaries and thesauruses and most have interactive digital displays. The English corridor is adjacent to a bookable ICT suite which staff use to enhance the learning of their students.

Reading is an important part of the curriculum at Chingford Foundation School, with students given thirty minutes' individual reading time per week at KS3, supplemented by a further weekly reading session in tutor time. The School has a large, well-stocked library for students to use.

This is an excellent opportunity to join a high-performing, friendly and collaborative department and to be part of our continued aim to deliver excellent learning experiences for our students.

Job Description and Person Specification

School: Chingford Foundation School Chingford Academies Trust
Title of Post: Teachers of English
Grade/Pay Range: MPS/UPS
Department: English
Reporting to: Head of English
Responsible for: None
Key Contacts: Internal: Staff/Students
External: Parents and carers

Job Purpose

To provide an effective and efficient teaching service to the English Department

Main Duties/Responsibilities

1. To prepare, teach, mark and evaluate pupils' work according to the English Department and school policies.
2. To be able to teach KS3, KS4 and A Level English Literature and English Language as required.
3. To keep detailed records and evidence of pupils' progress to inform target setting and the reporting cycle
4. To attend and participate in English Department meetings
5. To play an active role in developing and implementing departmental policy and Schemes of Work
6. To keep informed of curricular developments in English
7. To contribute to students' Extended Learning opportunities in English and/or the whole school
8. To keep informed of whole school policies and to play an active role in implementing them
9. To carry out the duties of Form Tutor (as directed) as outlined in the role description
10. To attend pastoral meetings and play an active role in developing and implementing year-team policy
11. To attend appropriate parents' evenings
12. To carry out a share of supervisory duties in accordance with published schedules
13. To participate in performance review and development procedures

General

1. These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School
2. Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate
3. To be committed to, and comply with, all school policies
4. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work
5. To participate in appraisals annually in line with school policy

6. To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively
7. To manage both internal and external relationships, striving for excellence in stakeholder satisfaction
8. To work effectively and successfully in your team within school

Other requirements

To have an up-to date Enhanced DBS Disclosure.

Safeguarding

Safeguarding students of the Trust is a priority. All appointments to posts in the Trust are made through stringent adherence to the requirements of 'Keeping Children Safe in Education' (most recent edition). The schools in the Trust maintain a cohort of staff trained in Safer Recruitment and the trained colleague(s) most appropriate to this post will participate in the selection process.

All staff will be trained annually in Child Protection requirements. Cognisant of Part 1 of 'Keeping Children Safe in Education', (most recent edition), staff are required to refer all Child Protection concerns to the Child Protection trained staff team in their school (recognising that they can refer directly themselves to LWBF in extraordinary circumstances). Those trained in Child Protection are identified throughout Trust and school documentation and on the school websites.

Within their work, employees are required to identify, attempt to prevent or at least minimise the risk of interpersonal abuse or violence; safeguarding children, other vulnerable people and themselves. This includes the timely sharing of information with appropriate colleagues to enable action to be initiated and protection to be afforded to both students and/or colleagues as needed.

All employees are required to be aware of and update colleagues, as appropriate, to comply with current legislation and statutory guidance which will affect their practice in role and must adhere to all policies and protocols of Chingford Academies Trust and their school within the Trust.

Person Specification and Assessment

Job Requirements	Essential	Desirable	Method of Assessment I/L/A*
Qualifications			
Qualified teacher status (or overseas equivalent) or current PGCE student	✓		
Degree or equivalent	✓		
Evidence of recent and relevant professional development		✓	
Experience			
Experience of successful English teaching at Key Stage 3 and 4 with excellent classroom management	✓		
Experience of teaching Language and/or English Literature at Key Stage 5		✓	
Skills, knowledge and Understanding			
Ability to communicate effectively at all levels	✓		I/L/R
Good interpersonal skills	✓		I/L/R
Good presentation skills	✓		I
Ability to use initiative and prioritise work	✓		A/I/R
Ability to work to deadlines	✓		A/I/R
Other Requirements			
Flexible approach to work	✓		I/R
Ability to work well as part of a team	✓		R
Ability to quickly gain the respect of all students and staff and foster appropriate relationships	✓		L/R
Committed to school ethos and direction	✓		I
Self-motivating	✓		I/R
High standard of punctuality	✓		I/R
Commitment to raising standards of behaviour through improved teaching and learning skills.	✓		L
A commitment to on-going personal development and willingness to undertake appropriate training	✓		I
Appointment to the post is subject to a satisfactory enhanced Disclosure and Barring scheme check	✓		

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

'The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

"The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf". (Ref: Safeguarding Children and Safer Recruitment in Education 2007).

*I – Interview / Lesson Observation; A - Application Form; R - Reference

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

You can find out more information by taking a look at our websites:
www.chingfordfoundation.org and www.southchingfordfoundation.org.uk

To arrange a visit to the Trust schools please contact Amanda Crowley on 020 8529 1853 extn: 222 or email crowley@chingfordfs.org.uk

Closing date: 9am on 19th May 2021
Interview date: TBC

Please return your completed application to jobs@chingfordfs.org.uk

The Trust is committed to safeguarding children and successful candidates will undergo an enhanced DBS check.







How to Apply

i. Read carefully all the information about this post.

ii. If you have any questions, or would like to speak to the Chief Executive Officer, please do not hesitate to telephone or email the PA, Amanda Crowley on 020 8529 1853 extn: 222 or crowley@chingfordfs.org.uk

iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide additional information on a separate sheet. Please note that your application form will be photocopied for the Selection/Interview Panel, therefore clarity is essential. It is important that all gaps in your career history and employment are fully explained on your application form.

iv. Send your completed application form by email (if downloaded) to: jobs@chingfordfs.org.uk or post to:

Human Resources
Chingford Academies Trust
31 Nevin Drive
Chingford
London
E4 7LT

Your application must be received by 9am on 19th May 2021.

Appointment Process

Suitable applications will be shortlisted for interview as quickly as possible.

If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. Please ensure that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

Under normal circumstances candidates invited to interview will:

- be given a tour of the school
- have an opportunity to meet with key staff
- undergo a selection process
- have an interview with members of the Trust

Pre-employment Checks

Chingford Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered "spent".

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Chief Executive Officer/Headteacher/employer. It is our usual policy to take up references before interviews wherever possible. An offer of employment is conditional on any reference provided being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position.

Our Trust Charter

Our Trust is committed, through daily practice, to our belief that our job is to create an environment in which strong relationships pervade; staff and students are committed to building, repairing and reflecting on our behaviours so that our harmonious community is maintained.

This Charter supports CAT Strategic Objectives 3 and 4:

Strategic Objective 3:
To develop a culture within the constituent Academies of the MAT in which all employees and students show outstanding behaviour and attitudes to one another, their learning and the community of schools

Strategic Objective 4:
To nurture a culture in which personal development contributes to the creation of a harmonious community

How do we deliver on the Trust Charter?

Creating the Right Environment

- Committing to our part in creating a harmonious community for young people to be educated in.
- A setting where young people feel confident to engage with adults and where adults facilitate opportunities for young people to talk.
- To be open to delivering programmes and undertaking training to facilitate improved engagement and creating a harmonious community.
- To provide opportunities through the curriculum to help all young people to see the world of opportunities and the possibility of relationships beyond their immediate peer groups.
- Giving young people a forum in the school to become leaders.

Building Relationships

- Being warm, emphatic, and curious about all students in our care.
- Meeting and greeting students in classrooms and conversing with them in and outside of classrooms at every opportunity.
- To be constantly offering students opportunities to expand their horizons.
- Supporting staff to show the joy of their craft.

Repairing Relationships

- Behaviour practices that are based empathy, reflection and positivity.
- Whatever the cause, to be prepared to intervene at all times in order to make young people feel calm, soothed and secure.
- To be able to help young people feel confident in 'help seeking' without fearing threat, danger or shame.
- Staff and student openness to proactively repair relationships that appear to have broken down using restorative justice, warmth, understanding and kindness.

Reflecting and Improving

- Staff development and training that ensures adults and students cultivate positive behaviours and reflective practices in the art of good listening, good dialogue, empathy and understanding.
- Training for parents and carers in order to support them to empower families.
- The school to utilise the most current research practice, and resources in order to enable students to make informed choices about how they can relate to each other, how they live their lives and how they treat their bodies, brains and minds.

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